



New Online Courses Required for Supervisors and HR/Admin Staff Related to DOE Foreign National Access Requirements

The Foreign Visits & Assignments Office in collaboration with the EH&S Training Program will launch two new online courses today. The courses, part of a DOE requirement, are linked to the new Job Hazards Analysis program and will appear on targeted training profiles. The courses include information on the following policy change:

POLICY CHANGE FOR:

- **Visitors (not badged; not working or conducting research):** No DOE approval is required for visitors from terrorist-sponsoring countries for short-term visits such as tours, meetings, workshop/conferences, job interviews, etc.

CURRENT POLICY REMAINS FOR:

- **Employees, Guests, Contractors (badged; working or conducting research):** Foreign nationals from terrorist-sponsoring countries who plan to work or conduct research at LBNL for any length of time must be approved by the DOE Under Secretary for Science **PRIOR** to LBNL access. The approval process may take 4-6 months or more so early notification to the Foreign Visits & Assignments Office is essential.

- **Host training:** All Lab Supervisors will be required to take a new course entitled, SEC0500, Hosting Foreign Nationals. The 15-min. course covers basic DOE requirements for foreign visits and assignments as well as information on export control and counterintelligence. A short quiz must be completed in order to receive course credit.
- **HR/Administrative training:** A similar course, with additional details on DOE requirements for employee hires and guest processing, will be required for all Human Resources and administrative staff and recommended for Division Business Managers. SEC0501, Foreign Visits & Assignments, is a 20-30 min. course with a short quiz required for course credit.

Go here (<http://www.lbl.gov/ehs/security/ufva/index.shtml>) for information on DOE requirements and the Lab's Foreign Visits & Assignments (FVA) Program or contact Maki Tabata, FVA Administrator (FVA@lbl.gov, x7572).